

Approved For Release 2001/04/30 : CIA-RDP80-01240A000200090038-1

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(When Filled In)

OFFICE OR STAFF				OFFICE CODE	APPROVAL DATE	CONTROL NUMBER	Page 1 of Pages	
DD/P - Far East Division				BFF	2 JUL 1962	750		
DELETIONS				ADDITIONS				REMARKS
ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION NUMBER	SD	ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION NUMBER	SD	
Foreign Field FE/ [redacted] Station Administrative Section Finance Unit	25X1A6a			Same as on DELETIONS side				
1. Local Acct Asst	GS-09	3304. #1	SF	Fiscal Acct Asst	GS-0501.03-09	3304. #2	SF	C
NEW OFFICE TOTALS				APPROVAL				
27 June 1962				[redacted]				
				T/O CHANGE AUTHORIZATION				
				BY APPROVED. PLEASE MAKE CHANGES ON OFFICE RECORDS THE NEXT PRINTED MONTHLY MACHINE T/O IS RECEIVED.				
				Chief, Salary and Wage Division				
				TITLE				

DEC 34 REV DATE 6-7-81 BY 016199
ORIG COMP OPI 38 TYPE 01
ORIG CLASS 5 PAGES 6 REV CLASS 5-5
JUST 22 NEXT REV 2011 AUTH: NR 10-2

① Posted to Black Book + Visible Records 7/6/62
② Posted to Service Report dtd. 6 Jul 62

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6 Oct - 221

nw

DISPATCH**SECRET**

Chief, PR

DISPATCH SYMBOL AND NO

HEADQUARTERS FILE NO

FROM

Acting Chief of Station [REDACTED]

DATE

Oct 17, 1961

25X1A6a

SUBJECT

Assignment of Additional Finance Officer

RE "43-3" (CHECK "X" ONE)

MARKED FOR INDEXING

NO INDEXING REQUIRED

INDEXING CAN BE DELETED
BY QUALIFIED HQ DESK ONLY

As stated

REFERENCES

1. The overall Finance requirements at this Installation have increased to such a point that it is imperative we supplement this Section with additional professional help.

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2. We are forwarding a current position description for Position 3303, which is incumbered by [REDACTED]. This position is designated as a flexible position on our I/O and we strongly recommend an additional employee, in the GS-09 to GS-11 category, be selected and assigned to this function.

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3. If the above is approved, we recommend the individual selected arrive [REDACTED] around 1 June 1962. This would coincide with the departure of [REDACTED], who occupies Position 4053. We do not require a Headquarters replacement for Position 4053, but will fill it from available contract applicants.

4. We desire to emphasize again our need is for professional assistance if we are to cope with the requirements which, of necessity, have been levied on our Finance Section.

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Enclosure: h/w
As stated

16 October 1961

Distribution:
2-C/PR, w/encl.

WVS 12 15 30 11 11 23
6 OCT 1961

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20 JUN 1962

MEMORANDUM FOR: Comptroller

SUBJECT : Establishment of an SF Position, FE Division,
[REDACTED]

25X1A6a

1. The Chief, FE Division, has requested the establishment of an additional Finance Officer position, GS-09, in
[REDACTED]

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2. Please indicate your concurrence and/or comments and return the original of this memorandum for our records.

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[REDACTED]
Assistant SSA (Personnel)

CONCUR:

25X1A9a

22 JUN 1962

Comptroller

Date

OK/28

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GROUP 1
Excluded from automatic
downgrading and
declassification

JUN 21 15 05 62

30 JUN 1962

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Finance Officer - GS-11 Position 3303

FE

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Administrative Branch
Finance Section

I. DUTIES AND RESPONSIBILITIES

Responsible for assisting the Chief, Finance Office, in establishing and maintaining financial records and office procedures. Assists in the processing and review of the activities of the Finance Office. Originates correspondence and conducts administrative audit of vouchers, accountings and claims submitted to the Finance Officer. Assists in the reconciling of the financial accounts with the financial property accountability, specifically this responsibility includes:

A. Assists in the establishment and maintenance of financial records in accordance with Class A Station Accounting and Reporting Procedures

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maintaining books of original entry, subsidiary ledgers, budgetary accounts and other records as required.

B. Renders opinions to the Chief of Finance Section regarding the interpretation of Headquarters and other regulations and directives applicable to Fiscal Procedures and assists in the implementation of such procedures. A thorough knowledge of Organization Regulations, Joint Travel Regulations, Standardized Government Travel Regulations, is required. Assists in the advice to station personnel of interpretations of the regulations and renders assistance where needed in complying with these directives.

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C. Assists in the preparation of budget estimates in conjunction with each office in accordance with expenses peculiar to their respective function, i.e., Personnel Office for salary and allowance;

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information for submission to the Chief, Finance Office for his review and action.

D. Audits vouchers and accounting and claims submitted to the Finance Office for the purpose of determining the propriety of the transaction, compliance with regulation and procedures, the adequacy of the documentation and justification, and funds have been obligated.

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2.

E. Periodic audit and review of petty cash funds and other advance accounts.

F. Ensures that advances of funds are recorded.

G. Performs all other related duties as directed by the Chief of Finance Section, [REDACTED] Station.

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II. SUPERVISION

None.

III. RECRUITMENT REQUIREMENTS

A. Required: Individual must have Headquarters and previous Field experience, a thorough knowledge of Agency Regulations, Joint Travel Regulations, [REDACTED]. Requires a minimum of High School education and should have accounting school education.

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B. Desired: College graduate with degree in accounting.

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